

Housing Complexes
Managed by Human Resources Development & Employment, Inc.

Work Order Policy

Tenant's may call or come to the office to record a needed repair. A work order will be printed from FHA.

The Manager will review and approve in order of importance by prioritizing the work orders to be completed.

Maintenance personnel will complete the work order as directed by the Manager. The maintenance person will fill in date completed and write the work accomplished. The completed work order will be returned to the Manager.

The Manager will review the work necessary to the work completed to ensure that the work order is ready to close. Return to maintenance if something is not complete.

The Manager will then complete and close the work order in FHA.

A set of file folders labeled with apartment number only, one folder for each apartment and one folder for common areas is required to maintain the completed work orders.

A copy of the completed work order will be filed in the Work Order area within the proper apartment or common area folder.

At NO TIME is any maintenance personnel permitted in an occupied unit without a work order unless it is an emergency.